

SECRET

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

4 October 1966

To: All Training Officers of the Agency

SCHEDULE FOR MANAGEMENT AND SUPERVISORY TRAINING

The Management Faculty of the Support School, OTR, announces the following schedule for Management and Supervisory Courses for the remainder of 1966:

Managerial Grid (For grades GS-14)

31 October - 5 November (Sat) Rm. 612, Magazine Building

There will be approximately 24 spaces available to officers in grade GS-14 in the presentation of the Managerial Grid - 31 October through 5 November. Instead of scheduling evening sessions, the course will run through Saturday until about 4 p.m. Participants should be prepared, however, to spend one or two evenings at the Magazine Building if required. Admissions priority will be given employees who have had OTR's Management Course and whose supervisors have had the Managerial Grid, though these requirements may be waived under special circumstances. Training Officers should nominate no more than one person from an immediate staff, branch, or division within their components. Prospective participants in the Midcareer Executive Development Course should not be proposed for this presentation. In addition to regular information, Forms 73 for applicants must show the name of the applicant's supervisor and include a statement as to whether the applicant has had OTR's regular Management Course.

(Over, please.)

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GROUP 1
Excluded from automatic
downgrading and
declassification

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Training Officers should forward Forms 73 directly to AIB/RS by 19 October.

Supervision (For grades GS-5 through GS-10)

28 November - 2 December Rm. 612, Magazine Building

Management (For grades GS-11 - GS-14)

12 - 16 December Rm. 612, Magazine Building

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